

ADVENTURE ACADEMY

EARLY LEARNING CENTER

Handbook & Policies

Full Time & Part Time Contract

This handbook contains important information about our facility and program procedures. Please feel free to discuss any questions or concerns with your provider prior to care.



Adventure Academy

EARLY LEARNING CENTER

Address

1060 Chestnut Road

Orwigsburg, PA 17961

Hours of Operation

6:00 AM to 6:00 PM

Contact Information

adventureacademyelc@gmail.com

(570) 943-5013

Purpose

Our purpose is to provide childcare for children ages 6 weeks to 12 years of age.

Our Vision

Adventure Academy Early Learning Center understands how important it is to maintain a positive, nurturing relationship between the children, staff, families, and community. Our vision is to work together as a team for the common good of happy, healthy children who become lifelong learners. We work together so our families feel a sense of belonging within our community, and feel confident leaving their children in our care. Families are welcomed to participate in classroom events, special activities, and field trips. Our programs are designed to meet the cognitive, social, emotional, and physical development of our children. It is our vision to be one the leading organizations in care and curriculum. We offer a wide range of child care programs where our children will explore learning through play, imagination, activities, movement, experiments, and projects. Our classrooms promote an environment that helps children discover the purpose of speaking, listening, reading, and writing through many experiences. Our staff is trained in classroom management and state guidelines, and we strive to support them to make the most of each day as educators and care givers. We end our time each day grateful for having your family as part of our community.

Mission Statement

The mission of Adventure Academy Early Learning Center is to provide the highest quality of family care in our community. We are a family owned company that is not only committed to providing learning experiences that promote a child's process of self-discovery and growth, but also committed to encouraging parents' involvement in the education process. At Adventure Academy Early Learning Center, children will have a safe, comfortable, and nurturing environment that fosters positive experiences and teachable moments that inspire our students to be lifelong learners. Our program has a healthy balance of child-directed and teacher-guided activities and is designed to reflect the developmentally appropriate needs of our children and families. We look forward to working closely with our families and staff to create a supportive, nurturing partnership.

Enrollment Policies

Non-Discrimination Policy

Adventure Academy Early Learning Center offers enrollment for children 6 weeks to 12 years. Enrollment shall be granted without regards to race, ethnicity, gender, creed, nationality, religion, national origin, or disability; and without regard to a parent/guardian's race, ethnicity, gender, creed, nationality, religion, national origin, or disability.

Documents Required for Admission

Enrollment is based upon completion of enrollment application, and signed billing contract. Immunization and health records must be completed within the first 30 days of the child's care.

The following items must be received, reviewed, and filed by the Owner/Director before a child is enrolled for child care:

- Registration Form and Registration Fee
- Child Health Assessment signed by a Physician
- Immunization Records
- Emergency Contact Form
- Custody Orders, if applicable
- Parent Handbook/Contract Signed
- Infant Feeding Form (If Applicable)
- Permission for Photography
- Security Deposit/Tuition
- Medication Log
- Food Allergy & Anaphylaxis Emergency Care Plan
- Agreement

Security Deposit/Registration Fee

A non-refundable \$25 registration fee and one week's tuition security deposit are due at the time of application enrollment. Security deposits are to secure your spot at Adventure Academy Early Learning Center. Once your child is enrolled, the deposit is applied to your first tuition bill.

Tuition

Tuition fee is due bi-weekly in advance, and reserves your child's place in the program. Tuition is due no later than Friday for the following two weeks. If the facility is closed on a due date, parents are required to pay on the last day of operation for that period. Payments can be made via cash or check (subject to change), please make checks payable to Adventure Academy Early Learning Center LLC. Rates are priced by the day, not by the hour. Tuition pays for food, building maintenance, curriculum necessities, classroom and bathroom supplies, and teacher salaries. Bills are payable even if your child is not in attendance, including sick days, snow days, and holidays. Non-payment of tuition or fees will result in immediate dismissal from care. There will be a \$15.00 late payment fee charged to each bill that is received after the due date. If Adventure Academy receives a returned check on your behalf, there will also be a \$50.00 fee added to your next bill. Adventure Academy Early Learning Center accepts Child Care Works, a subsidized childcare program, that is administered by the Early Learning Resource Center (ELRC). The parent must submit an application to ELRC to see if your family meets the qualifications for the program. The parent is responsible for the co-payment.

Program	Adventure Academy Early Learning Center Tuition Rates		
<u>Infant 0-1 Y/O</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$34	\$170	\$340
MWF	\$36	\$108	\$216
TTH	\$36	\$72	\$144
<u>Toddler 1-2 Y/O</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$32	\$160	\$320
MWF	\$34	\$102	\$204
TTH	\$34	\$68	\$136
<u>Preschool 3-5 Y/O</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$26	\$130	\$260
MWF	\$28	\$84	\$168
TTH	\$28	\$56	\$112
<u>Summer-School Aged (completed K to 12 years old)</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$20	\$100	\$200
MWF	\$22	\$66	\$132
TTH	\$22	\$44	\$88
<u>School Aged/ Before/After</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Bi-Weekly Rate</u>
M-F	\$5/hr	Contingent upon contracted time	Contingent upon contracted time
MWF	\$7/hr	Contingent upon contracted time	Contingent upon contracted time
TTH	\$7/hr	Contingent upon contracted time	Contingent upon contracted time

Holding Fee

Adventure Academy accepts “school year only” care upon request to the Director/Owners only. This period constitutes the time from the beginning of June until the end of August. This means that Adventure Academy will hold a child’s enrollment spot for the academic year, while the child leaves care for the time stated above. The company will approve your request only under the circumstances that the child is enrolled full time; this does not apply to part time schedules. If the request is approved, a holding fee equivalent to two weeks tuition is due at time of approval request.

Staff Licensing

Staff to Child ratios are determined by the State Licensing regulations.

- Infants 0-12 months: 1 staff to 4 children
- Young Toddler 1-2 years: 1 staff to 5 children
- Older Toddler 2-3 years: 1 staff to 6 children
- Preschool 3-5 years: 1 staff to 10 children
- Young School-age K-4th grade: 1 staff to 12 children
- Older School-age 4th grade to 15 years of age: 1 staff to 15 children

At least two facility persons shall be in the facility when two or more children are in care. In the event that a classroom does not meet the requirements of staff to children, we will need to refuse care until our ratios are met. This will be on a “first come first serve basis”.

Staff Qualifications

Staff are trained in mandated child abuse, health & safety, fire safety, and first aid/CPR. Staff must also have cleared criminal history, FBI fingerprints, and child abuse history clearances. Adventure Academy Early Learning Center offers employee opportunities for applicants with disabilities and reasonable accommodations shall be made to meet the limitations of qualified applications or employees. Personnel Policies, procedures and practices are designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, or sex.

- A volunteer shall be directly supervised at all time, and must be 16 years of age or older, unless enrolled in an approved training curriculum.
- A staff person must be at least 18 years of age or older.
- **Director:** must have a bachelor’s degree from an accredited college or university in early childhood education elementary education or the human services field, or a bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, or An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children, or an associate's degree from an accredited college or university, including 30 credit hours in early childhood

education, child development, special education, elementary education or the human services field and 3 years of experience with children.

- **Group Supervisor:** A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field, or A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, or An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children, or An associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children.
- **Assistant Group Supervisor** must have a high school diploma or a general educational development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field, or high school diploma or a general educational development certificate, including 600 or more hours of secondary training, or a high school diploma or a general educational development certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children, or a high school diploma or a general education development certificate and completion of a post-secondary training curriculum, or A high school diploma or a general educational development certificate and 2 years' experience with children.

Infant Care (6 weeks to 12 Months)

Our Staff is required to meet the family needs, infant's routine and nutritional guidelines of the infant. Breast feeding mothers are welcome to come to the facility during care hours to feed, please communicate with director/owner on a suitable private feeding location. Infants are required to bring their own formula, milk, diapers, wipes, and rash ointment.

Toddler Care (1 year old to 3 years old)

In the toddler program, your child will expand on vocabulary, develop creativity, start to practice independence, and how to cooperate with others. Parents provide diapers, wipes, training pants, pull ups, and rash ointment. When parents and staff feel the child is ready for toilet training, we will begin this very important milestone in child development. To ensure the most consistency, please discuss with your director/child's teacher any system, choice words, or philosophy you use at home so we can apply the same method during care.

Preschool Program (3 years old to 5 years old)

Our Program is designed to prepare your child for Kindergarten, independence, writing, and pre-reading skills. Our program is also designed to teach the preschoolers through play, and a variety of experiences. Our schedule is a structured, consistent routine with a developmentally sequenced curriculum as we recognize this is needed for children to thrive in their classroom environment. Parents

provide a backpack, 1 folder, and 1 notebook. We will provide a monthly calendar of curriculum content and special activities/crafts.

Before/After School Program

School-aged children will be able to complete their homework at the facility. Supervision and help will be provided.

Summer Program (6 years to 12 years)

This program is a safe, fun way for school-aged children to stay active over the summer. They will have access to playground equipment, and will partake in a variety sports/physical activities. Other activities include table games, arts and crafts, story time, and independent time.

Supplies to bring to the facility

All supplies must be labeled with child's first and last name.

- Bottles/Sippy Cups
- Pacifiers
- Diapers/Wipes
- Pull-ups
- Rash Ointment
- Two sets of clothing
- Sunscreen
- Blanket, sheet, pillow
- Crib Sheet (Infants)

Nap/Quiet Time

Nap time is scheduled Monday through Friday from 1:00PM to 3:00PM. All children are encouraged to nap, however, please let your director/child's teacher know if you do not wish to have your Preschool aged child nap. In this event, your child will be able to do quiet activities at his/her cot. Use of electronics (such as iPad/headphones) stuffed animals, or dolls can be used during nap only, but Adventure Academy Early Learning Center is not responsible for lost, stolen or broken items. All bedding will be sent home on Friday, or your child's last scheduled day of the week, to be laundered, and then returned on Monday or your child's first scheduled day of the week.

Transitions

Classroom placement is based on chronological ages of children enrolled. We typically transition children in late August and early June. An exception can be based on the child's social, physical, and emotional development and interest in curriculum and activities, as long as there is a slot available. Your child's teacher will assist you in gradually transitioning in the most positive way we can.

Behavior Management Procedures

Adventure Academy Early Learning Center has a no yelling policy, and prohibits corporal punishment of any kind, verbal abuse, or humiliation. Our staff is trained to problem solve, redirect, and set clear limits when a behavior problem occurs. We encourage positive reinforcement, redirected activities, and moving the child to a quiet place in the room to calm down. If behavior problems occur such as harming others/property, or disruptive manners, parents will be notified and encouraged to discuss an action plan to help the child behave in a more positive manner. If the problem occurs a second time, parents will be required to sign a written warning. The written warning will state that if the problem continues for a third offense, harms safety of staff and other children, child care will be suspended until a proper action plan takes place.

Assessment

Adventure Academy Early Learning Center will use three different methods of assessment. Each age group will have a designated log. The infant/toddler log is daily and includes information on potty training, mood, nap, and meals. The preschool log is weekly and is a great tool to learn more about specific content your child is learning and their classroom behavior. At the end of each week, you will receive your child's log which is a personalized weekly synopsis and contains information on what skills your child mastered and what play centers they enjoyed the most. The 6 month service report is on your child's total development, and is based upon observation and performance in all classroom and natural settings. Our Preschool aged children will also complete a formal Pre-K evaluation twice a year (September and May) to ensure the curriculum goals adhere to the classroom needs, and for ongoing program improvement. These methods of assessment also help the parents and teachers communicate effectively on the child's development and milestones.

Individualized Education Program

A copy of your child's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) or written behavioral plan is required in order to assist your child appropriately. We consider the individual needs of all children, and will integrate individual accommodations or strategies that therapists, special educators, and other professionals see fit. We will permit an adult individual who provides specialized services in the facility for the child in need, with appropriate documentation.

Family Involvement

Our program is designed to keep you knowledgeable about your child's milestones, day to day activities, and school events. Parents are encouraged to read any newsletters, journals, take home notes, and calendars that we send home. Parents can also communicate via email, Facebook page, and telephone calls. Families are welcome to participate in classroom activities, school events, fundraising, and field trips. We encourage you to make things for the program and contribute to the curriculum in any way you see fit. Teachers will be sure to communicate with their classroom parents when any volunteer opportunities are available. Any person, including parents, with felony convictions, sex offender convictions, and/or open investigations to any criminal activities will not be permitted to

volunteer in the classroom, or on field trips. Parents with court orders detailing custodial agreements will only be permitted to volunteer on days in which they are afforded custody.

Field Trips

Our program incorporates guest speakers and off-premise field trips. In order for children to attend these events, parents are required to sign a permission slip. Parents will receive a note with all trip information including day, time, location, cost, supplies needed, and mode of transportation. If your child is not permitted to attend on off-premise field trip, please discuss alternate care with your child's teacher/director. There will be a slot available for the day if the required ratios can be maintained.

Birthday Events/Holiday Parties

If you choose to send in treats for your child's birthday, you must check with child's teacher/director on classroom allergies. We will celebrate your child's birthday during afternoon snack. Parents are also encouraged to bring in a treat for classroom holiday parties; teachers will post a sign-up sheet in the classroom, as well as a notification of classroom allergies.

Below is a list of Parties we will plan throughout the year:

- Christmas
- Thanksgiving
- Halloween
- Valentine's Day
- Year End Party
- Mother's Day
- Father's Day
- Easter

Food and Allergies

Food allergies are becoming more common in infants and children. To reduce the likelihood of exposure, our facility will be a peanut/tree nut free facility. Parents are required to provide a signed copy of the "Food Allergy & Anaphylaxis Emergency Care Plan" form and include information on food or other allergies at time of enrollment or when allergy occurs. This form is to be updated every 6 months, or as frequently as needed. Parents must also inform facility on treatment and prevention of the child's allergy. All staff that are in contact will be made aware of the child's allergy. The facility provides breakfast, and two snacks, each are served at a specific, consistent time. All meals will consist of a fruit and a grain. Fruits will be available for meals as long as they are in season and available. Parents are to provide a lunch each day, lunchboxes must be stored in the classroom refrigerator. Per state regulations, ice packs are not permitted in your children's lunch. Parents must store warm food in a thermos, which must be kept inside the lunchbox. In the event you forget your child's lunch, we will provide them with a meal for a \$5 charge. Children and staff will be required to wash their hands before and after all meals. The teachers will encourage table manners, socialization, and good eating habits during meal time. If a special diet is prescribed for a child, and if the diet is administered during care, written instructions and the parents written consent shall be retained in the child's file.

- Daily Meal Schedule provided by facility
 - 7:30-8:00 AM Breakfast (milk, whole grain, fruit)
 - 10:15-10:30 AM Snack (water, whole grain, fruit)
 - 3:00-3:15 PM Snack (water, whole grain, fruit)

Health and Illness

If your child has a temperature of 100 degrees or higher, or is experiencing symptoms such as pink eye, vomiting, sore throat, ear ache, mouth sores, severe nose drainage that is yellow or green, diarrhea, or unusual skin rash while in care, you will be contacted by staff to come get your child. You will receive an illness report, and be permitted to return to school only after 24 hours of your child being symptom/fever free. In some cases, a doctor's note may be required to return to school. Please keep your child home if they are experiencing any of the above symptoms prior to care. Staff are required by the Department of Health to conduct a health check upon arrival. In some cases, your child may not be accepted into care if he/she is showing signs of illness upon observation. Parents are required to call or email the school to inform staff if their child will be late or absent. A note will be given to the whole facility in the event a child has a serious contagious illness.

Medication Policy

The staff will only give medication to a child that is over-the-counter and/or prescription that is in original labeled bottle. Any prescriptions must have a written doctor's note with administration instructions including the child's name, the medication name, dosage, special precautionary measures, and the dates the medication is to be given. Parents and staff are required to fill out a Medication Form, which can be obtained from teacher or director.

Injury/Accident

If weather appropriate, we are required to take children outside for at least one hour a day. Please keep this in mind when dressing your child for school. If your child becomes injured, other than that of a minor incident such as a scrape or bruise, the parent will be notified immediately via telephone. All incidents will be assessed and documented on an "Incident Report" signed and dated by the staff who reported the incident. The parent will also need to sign the report, and copies of the report shall be kept in a file at the facility. The staff is required to have a first-aid kit with them, inside of the classroom, and outside of the care space at all times.

Pick up and Drop off

Our facility will have a secure access door and video cameras. All Staff will be clearly identifiable by a photo ID badge and lanyard. The reception area located in the facility lobby will have a sign-in/sign-out folder, and parents are responsible to write on their child's sheet the time of drop and pick up, with a signature. We ask that parents make this a daily habit as it is important for attendance records, and emergency situations, if needed. Each morning a staff member will greet parents and children in a friendly, positive matter. Parents are required to escort their children to their designated classroom at

arrival. Parents will help children put away their belongings (backpack, lunchbox, and outerwear) and get settled.

Once a parent arrives to pick up their child, they are solely responsible for supervising their child in the facility. The parent may not allow their child to wander around any part of the facility alone. Children are required, by law, to be supervised at all times while at the facility.

In the event of an emergency, a child may be released to an individual upon oral designation of the parent, if the identity can be proven by staff. Please note the individual picking up must have a valid form of identification.

Please note, early drop off/late pick up must be approved by the staff first, as we are required to follow teacher to child ratio. We will only accept pick up/drop off outside of contracted times if there is a slot available. Parents will be allowed a 15 min grace period for early pick-ups and late fees.

- \$5.00 upon pick-up: 16-30 minutes
- \$10.00 upon pick-up: 31-60 minutes
- \$20.00 upon pick-up: 61 minutes or more
- \$15.00 for every 15 minutes after facility closing

Key Fob Access

The facility has secured doors to ensure that entry is only permitted to authorized staff and families. In order to enter the building, families will need to use their magnetic swipe card (key fob). Limit 2 per family. The first key fob is free, the second must be purchased at a \$5.00 cost. Replacement of a key fob will be granted at a \$5.00 cost. Key fobs must be returned at the end of services with Adventure Academy.

Adverse Weather/Holidays

In the event of inclement weather, we will try our best to stay open, however for the safety of the staff and children we will close based upon severe conditions of ice, snow, extremely cold temperatures, and road conditions. Families will be notified of delays or closures through email and/or Facebook. In some cases, an early dismissal may be called for severe weather conditions, in this event, families will be notified via call/text.

The center will be closed for the following observed Holidays:

- New Year's Eve: December 31
- New Year's Day: January 1
- Good Friday: Friday before Easter
- Memorial Day: Last Monday in May
- Independence Day: July 4th
- Labor Day: First Monday in September
- Thanksgiving: Third Thursday in November
- Black Friday: Friday after Thanksgiving
- Christmas Eve: December 24

- Christmas Day: December 25
- The business days between Christmas Eve and New Year's Day

Emergency Procedures

The facility practices fire drills and evacuation monthly.

- In case of a fire, staff will assist children in evacuating to the nearest, safest fire safety exit. The staff will assemble the children outside in the safest location, and conduct roll call and count. Staff is required to take emergency contact sheets with them, and Director is required to contact the fire department, as well as, report any missing children.
- In case of a threat, parents will be notified of a threat to the facility, child, or employee. In some cases, the facility may close.
- In the case of a missing child, the teacher will immediately check with all other teachers in the building and notify the Director on duty. The Director will call 911 immediately, if after the quick search, the child is not found, The Director will notify the parents. When the child is found, all parties will be notified, and the event will be reported to the Department of Children and Families. A mandatory staff meeting will also take place to discuss preventive measures.
- In case of a building service loss, these include, but are not limited to, heat, water, air conditioning, electricity, and plumbing problems, all lasting more than an hour, the parents will be notified to come pick up their child. If it will be a prearranged loss of service for repairs, the parents will receive prior notification, so they are able to find alternate care for that time.

Adult Code of Conduct & Confidentiality

Child Abuse Policy

The staff of Adventure Academy Early Learning Center are mandated reporters and required by law to report any type of abuse or neglect to the ChildLine 1 (800) 932 0313. They are not required to inform parents about their reporting. As mandated reporters, they can be held criminally responsible for not reporting the matter. Child abuse is any serious physical or mental injury that is not included in the child's available medical history. Corporal punishment, and/or withholding food, sleep, as a punishment will be not tolerated.

Confidentiality

Employees are not to discuss any information regarding another child, other employees, or other parents with you, and that is for the protection of everyone's privacy. Sensitive information will only be shared with employees if they need to know in order to appropriately provide care for your child.

Code of Conduct

Our environment is one that nurtures growth, positivity, and healthy interactions. Parents are expected to act with respect and courtesy. We prohibit cursing/inappropriate language, threatening of children, employees, or other parents, physical or verbal punishment of your child or others, and smoking on

premises. We also prohibit violations of safety such as holding the door open for someone you may not know or recognize, or an unauthorized personnel. Your child will be dismissed from care if an adult violates our code of conduct. Parents are entitled by law, to immediate access of their child. If the parent is denied access to the facility, the child must be dismissed to meet this requirement. The facility must be provided with appropriate documents, in cases where the child is subject to a court order. This includes Custody Orders, Restraining Orders, or Protection from Abuse Order. We cannot, without a court order, limit the access of one parent by another parent, regardless of reason. Parents or any person, are prohibited from carrying any type of firearm, ammunition, or weapon on premises.

Withdrawal & Schedule Changes

A written letter and email is required 2 weeks prior to withdrawal of our program. Without notice, parents will be required to pay for the upcoming 2 weeks of tuition. If you withdraw from the program without a 2 week notice or paying your tuition, your account will be sent to collections, and the parent will be responsible for all extra legal fees. The parent will have access to the child’s complete day care record. Schedule changes require approval based on ratios, and if there is a slot available.

Parent Acknowledgment

Please note that the policies and procedures in this handbook are subject to revision as deemed necessary by Adventure Academy Early Learning Center. Please sign below and return this form prior to enrollment.

“I have read and I agree to abide by the rules, regulations, and policies of Adventure Academy Early Learning Center as specified in the parent handbook/contract.”

Child’s Name: _____

Mother/Legal Guardian Signature: _____ Date: _____

Father/Legal Guardian Signature: _____ Date: _____

Owner/Representative of Adventure Academy Early Learning Center Signature:

_____ Date: _____

Adventure Academy Early Learning Center

Child Care Agreement

This agreement is made by and between Adventure Academy Early Learning Center LLC and _____, Parent/Guardian of _____.

I would like to enroll my child on the following days/times:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
___am to ___pm	___am to ___pm	___am to ___pm	___am to ___pm	___am to ___pm

I agree to the bi-weekly rate of \$_____, to be paid the Friday before the following two weeks of care for my child, _____. Our arrival time will be _____, and pick up time will be no later than _____. Any added time before or after those times will be discussed beforehand, or will be subject to late pickup fees. This is as stated in the policy, from date due to date paid, plus legal fees if applicable.

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook policy, or negotiation of a new contract.

I agree to pay a deposit equivalent to (1) weeks tuition + \$25 registration fee for a total of \$_____ to hold a space in the _____ program, with a start date of _____. The deposit will cover the first week of child care. In the event I choose not to enroll my child with this provider this deposit is non-refundable.

Are you enrolled in CCIS (State Assistance Program)? ___ YES ___ NO

If you checked yes, what is your weekly co-payment? _____ x2=_____ Biweekly Copayment Amount.

THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATE THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY BOTH PARTIES.

Owner/representative of Adventure Academy

Date

BOTH PARENTS MUST SIGN OR PARENT/GUARDIAN WITH SOLE CUSTODY OF THE CHILD:

Parent/guardian

Date

Parent/guardian

Date

Adventure Academy Early Learning Center

Child Information

Name of Child (Last, First, Middle Initial): _____

Nickname: _____ Date of Birth: _____ Age: _____ Sex: _____

Child's Address: _____

Circle Days to Attend: Monday Tuesday Wednesday Thursday Friday

Arrival Time: _____ Departure Time: _____

Anticipated Start Date: _____

School Age Information

Does your child attend school? YES ___ NO ___ School Name: _____ Grade: _____

Circle Days to Attend: Monday Tuesday Wednesday Thursday Friday

Arrival Time: _____ Departure Time: _____

Primary Contact

Parent/Guardian Name: _____ Relationship to Child: _____

Home Phone: _____ Cell Phone: _____

Home Address: _____

Email Address: _____

Other Questions

What is the most important characteristic you are looking for in child care?

What is your biggest concern regarding child care?

Do you have interest in a drop-in daycare? Yes ___ No ___

Parent/Guardian Signature:

Date:
